



State of Tennessee Department of Children's Services

Administrative Policies and Procedures: 20.26

Subject: Accident/Injury Reporting

Supersedes: DCS 20.26, 03/01/98

Local Policy: No

Local Procedures: No

Training Required: No

Applicable Practice Model Standard(s): Yes

Approved by:

Effective date: 03/01/98

Revision date: 01/01/04

Application

To All Youth Development Center Employees

Authority: TCA 37-5-106

Policy

Each youth development center shall maintain a system for monitoring and reporting injuries occurring within the facility to youth, employees, or visitors.

Procedures

A. Medical evaluation

Anyone who sustains a personal accident/injury at the facility must be seen by a physician, physician's assistant, nurse practitioner, or a licensed nurse; examined; and referred as indicated.

B. Documentation

The examining health professional must document occurrences using the following criteria.

1. Injuries to youth

- a) Minor, self-limiting injuries must be documented on the Problem Oriented Progress Record and in the unit encounter log.
- b) Injuries of greater degree or severity and injuries

associated with an occupational incident or violence must be documented according to the [Incident Reporting Manual](#). Form CS-0166, *Accident/Injury/Traumatic Injury Report* will be completed, as the health administrator deems necessary.

2. Injuries to employees and visitors

- a) All accidents/injuries must be recorded on form CS-0166, *Accident/Injury/Traumatic Injury Report*.
- b) Any employee who is exposed to bodily fluids must fill out form CS-0166, *Accident/Injury/Traumatic Injury Report* and submit it to the OSHA representative at their facility within 24 hours.

C. Reporting

1. Forwarding form CS-0166

At the discretion of the health administrator, a copy of form CS-0166, *Accident/Injury/Traumatic Injury Report*, may be forwarded as follows to the:

- a) Superintendent, or designee, immediately
- b) Facility Fire Safety Officer by the next working day

2. Filing the CS-0166

- a) For any youth, the original form CS-0166 may be filed in his/her health record at the health administrator's discretion.
- b) For visitors, form CS-0166 will be maintained in a unit file.
- c) For an employee, form CS-0166 will be forwarded to the facility personnel office.

Forms

CS-0166 Accident/Injury/Traumatic Injury Report

Collateral Documents

Incident Report Manual

Standards

ACA 3JTS-3A-29

DCS Practice Model Standard- 2-400

DCS Practice Model Standard- 8-306